

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Police Clearance Certificate (PCC) Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

Section A: Documents Required	You	Staff
<ul style="list-style-type: none"> ● For Indian Nationals: Fill Online Application Form - available at https://services.vfsglobal.com/aus/en/ind <ul style="list-style-type: none"> ● Download and print the online filled form. (Register on the website (https://embassy.passportindia.gov.in/) and create your User Id for filling an online application form) ○ Applicants are required to mention the country for which Indian Police Clearance is required viz. Australia, America, UK, etc. ○ Mention the purpose of PCC you require. ○ Parents name / Spouse name as per your current passport. ○ Enter file number as per the last page of your current passport. ○ After completing details online, download the application form, print and sign where applicable. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. ○ Every Police clearance Certificate would only be issued after receipt of fresh clear police verification on the basis of Indian address provided in PCC application. (The Processing time varies on case to case basis.) 		
<ul style="list-style-type: none"> ● For Foreign Nationals: Miscellaneous Service Application Form needs to be filled manually and signed by the applicant. (Download form at https://services.vfsglobal.com/aus/en/ind) <ul style="list-style-type: none"> ○ Applicants are required to mention the country for which Indian Police Clearance is required viz. Australia, America, UK, etc. ○ Mention the purpose of PCC you require. ○ Applicants are advised to ensure accuracy of the details entered in the Form. 		
<ul style="list-style-type: none"> ● Personal Particular Form (needs to be filled manually) should be submitted along with the application 		
<ul style="list-style-type: none"> ● Indian Nationals - In case if Indian address provided in online PCC application form is different than the one printed in Indian passport then submit a copy of new address proof. 		
<ul style="list-style-type: none"> ● Provide FORM J attested by JP or Notary) if your appearance is considerably changed. (E.g. From with a turban to without a turban) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> ● Indian Nationals – Submit current Indian passport in original which would be retained until the processing is completed. 		
<ul style="list-style-type: none"> ● Foreign Nationals – Submit a copy of current passport attested by JP or Notary along with documents showing purpose of visit/stay in India. <ul style="list-style-type: none"> ○ If you are an Ex-Indian national and held Indian Passport then submit a copy of proof of Renunciation of Indian Citizenship (Eg. Copy of Cancelled Indian Passport or Surrender Certificate) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> ● Two recent photograph (2 inch x 2 inch), meeting strict specifications. see https://services.vfsglobal.com/aus/en/ind for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs). 		

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<ul style="list-style-type: none">● Appointment Letter:-<ul style="list-style-type: none">○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment)○ Visit https://services.vfsglobal.com/aus/en/ind to schedule appointment.		
<ul style="list-style-type: none">● Mode of payment:-<ul style="list-style-type: none">○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)○ Cash (at VFS Counters only)○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only○ Post Applications- Complete Credit Card Authorization formNote: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)		
<ul style="list-style-type: none">● High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
<ul style="list-style-type: none">● PCC For Foreign Passport Holders: - Application from foreign nationals will be accepted only on Pre-approval basis and issuance of PCC is subject to clearance/ verification from concerned authorities.		

<u>FOR OFFICIAL PURPOSES ONLY</u>
<u>Submission Officer Comments -</u>

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

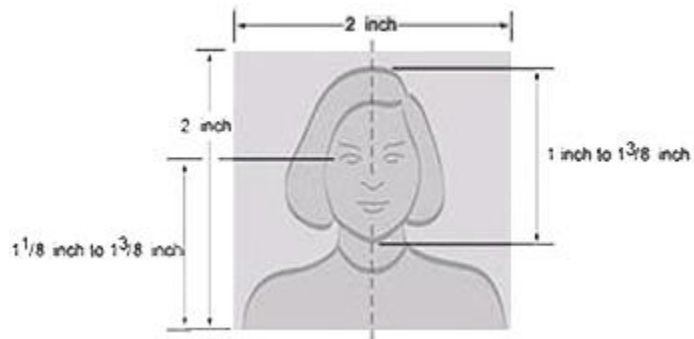
I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
Card Type (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>

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Photo Specifications



Photographs should be in colour and strictly as per the specifications below.

- Un-mounted - 2 inch x 2 inch in size.
- Face should cover about 70 to 80% of the photo area.
- Frame Subject with Full Face, Front view, Eyes open
- Taken within the last 6 months to reflect your current appearance.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- Appropriate brightness and contrast showing your skin tones naturally
- Even lighting (no shadows across or behind the face)
- Face must be square to the camera with a neutral expression, neither frowning nor smiling and with your mouth closed.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- Non-tinted prescription glasses may be allowed as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Photograph for Child/babies - The photograph should show the baby or child awake, looking straight at the camera with mouth closed and nothing covering the mouth. It should also show both edges of the face clearly (no toys, blankets, chair backs or other people visible) and no hair across the eyes.